

MEMORANDUM FOR: Acting Deputy Director (Administration)
SUBJECT: Microfilm Program of the Office of Collection and Dissemination.

1. PROBLEM. To determine the best method for microfilming, developing, view- ing and printing intelligence documents handled by OCD; and to determine the proper physical and organizational location of the required facilities.
2. FACTS BEARING ON THE PROBLEM.
 - a. Project Approved:

Approval of Project No. OCD-137-52 by the Project Review Committee on 19 December 1951 authorized "microfilming of all significant in- coming intelligence documents", and was based upon OCD's proposal to (1) microfilm all intelligence documents upon receipt; (2) make the microfilm available at all times for viewing purposes and for repro- duction when a retention copy is required; (3) prepare a film copy for storage in Vital Materials Repository.

Funds for this project were approved by the Project Review Committee in the amount of \$16,700.00 for the initial purchase of equipment, and in the amount of \$62,285.00 for the annual costs of personal services and supplies. (See Tab A for additional background infor- mation.)

b. Present System:

OCD started the following program in April 1953 to microfilm single- copy documents only (10% of total daily intake or approximately 100 documents/500 pages):

<u>OCD</u>	<u>REPRODUCTION</u>	<u>ELAPSED WORK-DAYS</u>	<u>WEIGHTED</u>
		<u>Distribution</u>	<u>AVERAGE</u>
Receive, Register, Microfilm		1	1
	Receive, Sort	1	
	Schedule Delivery Date		
	Develop Microfilm	13%-1; 5%-2; 31%-3; 23%-4; 4	
	Negative	13%-5; 5%-6; 5%-7; 5%-10 1/	
Inspect and File Film		1	1
		13%-4; 5%-5; 31%-6; 23%-7; —	
		13%-8; 5%-9; 5%-10; 5%-13; 6	
TOTAL ELAPSED WORK-DAYS:			

1/ Based on analysis of statistics provided by the Office of General Services on 103 reels developed in August 1953. No reels were delivered on the 8th or 9th day.

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The CIA Library receives approximately 15,000 requests per month for the loan of documents, of which 40% cannot be satisfied due to the reference copy being on loan, in circulation, in reproduction, etc. Microfilm negatives of single-copy documents are viewed by analysts about 600 hours per month, and resultant requests for prints average 250 documents per month. Prints can be obtained from Reproduction within ten work days on the average and within five work days on urgent requests. (See Tab B for additional details of the present situation.)

c. Proposed System:

OCD proposes to expand the microfilm program to provide, on the premises at 350 - 26th Street, N. W., all services authorized by the Project Review Committee. In addition, OCD proposes to provide "on the spot" reproduction of documents to meet reference requirements and to fulfill recent commitments regarding Air Force intelligence documents. (See Tab C for details of the proposed system.)

d. Annual Costs of Present and Proposed Systems:

<u>ITEM</u>	<u>PRESENT</u>	<u>PROPOSED</u>	<u>SAVINGS</u>
Equipment 1/	\$ 29,556.00	\$ 3,556.00	\$26,000.00
Personal Services	99,805.00	61,825.00	37,980.00
Supplies	12,150.00	16,740.00	- 4,590.00
Library Space 1/	7,500.00	1,380.00	6,120.00
TOTALS:	\$149,011.00	\$83,501.00	\$65,510.00

Purchase of microfilm equipment cost OCD \$20,861.00 in Fiscal Year 1953. Additional expenditures of \$15,766.50 will be required in FY 1954 if the proposed system is approved. (See Tab D for details of present and proposed expenditures.)

3. DISCUSSION.

a. Present System:

(1) Advantages.

- (a) The present system could provide master sets of documents on film reels for OCD and the Vital Materials Repository with existing personnel and the addition of equipment only to the extent of one camera, provided time limits for availability were not required.
- (b) 60% of requests for reference documents can be filled from files of existing documents.

1/ These items will progress toward zero savings as the rate of destruction approaches the rate of intake and annual savings will be reduced accordingly.

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- (c) The remaining 40% could be filled by making reprints in reproduction from microfilm with existing equipment provided adequate time were allowed.

(2) Disadvantages.

- (a) Film sent to reproduction for processing cannot be inspected for defects prior to dissemination of the pertinent document, thereby risking loss of the record or considerable delay in tracing and recalling the document for repeat filming.
- (b) Time lapse before documents would be available for reference seriously hamper the research activities of the Agency and encourages researchers to build up their personal files.
- (c) Extensive employee time is expended in the maintenance of circulation and loan records, tracing and filing of documents.
- (d) Storage space is an increasing problem and large expenditures are necessary for filing equipment.

b. Proposed System.

(1) Advantages which could be achieved by FY 1956:

- (a) Eleven personnel could be released from document reference duties provided workload and other factors remain constant.
- (b) Film could be inspected at frequent intervals and if defective, the document re-photographed before dissemination. This is particularly important on single-copy documents and documents on short-term loan from other agencies.
- (c) Rapid service could be provided from the master record of documents available in the Library at all times for "on the spot" viewing or reproduction.
- (d) Multiple requests for the same document could be filled.
- (e) Circulation loan controls, tracing, recalling, filing and re-filing of documents would be reduced to a minimum.
- (f) Storage space and equipment would be reduced about 90%.
- (g) Microfilm records of all documents would be furnished to Vital Materials Repository.
- (h) The present records retirement program in CIA Offices could be simplified.
- (i) All documents borrowed from other agencies could be filmed, thus increasing intelligence holdings, and repeat borrowing would be eliminated.

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(j) Research files in CIA offices should be materially reduced when ability to provide copies immediately has been adequately demonstrated. Further insurance in this respect could be provided through the cooperation of Records Management Officers.

(k) Circulation of documents on initial dissemination should be speeded up because of the immediate availability of prints to offices.

(2) Disadvantages.

(a) Availability of reproduction equipment might encourage unnecessary reproduction of documents for initial dissemination.

(b) The agreement that CIA will produce copies of Air Force documents to meet CIA requirements could establish a precedent that would lead to similar agreements with other agencies. Although CIA will benefit to the extent of receiving intelligence earlier, this advantage should be weighed against increased workload, costs, and capabilities.

c. Organizational and Physical Location:

The proposed system would not function properly and should not be undertaken unless all parts of the system are physically in one location.

The system would not require personnel skilled in reproduction techniques. Library personnel released from the present system could be trained adequately by supervisory personnel of OCD who are competent in this field, and there are sufficient personnel available to provide for rotation, leave, etc. Therefore, the Agency would gain no advantage by disrupting normal supervisory relationships in order to assign the personnel involved to the Office of General Services.

4. CONCLUSIONS.

- a. The system proposed by OCD constitutes a marked improvement over the present system.
- b. The equipment for the system must be contiguous to OCD in order to make the proposal work.
- c. Personnel operating the system should be on the OCD T/O and under OCD supervision.

5. RECOMMENDATIONS:

It is recommended that:

- a. The system proposed by OCD, as set forth in Tab C, be adopted.

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- b. Funds for the initial purchase of additional equipment in the amount of \$15,784.00 and alterations in the amount of \$4500.00 be allocated from unexpended balances for microfilming of \$47,234.00 in FY 1953.
- c. Additional equipment shown in Tab D be installed at 350-26th Street, N.W.
- d. Conversion be phased as proposed by OCD in Tab E.
- e. Personnel required for operation of the system be on the OCD T/O and under OCD supervision.
- f. The Organization and Methods Service be required to report conversion progress periodically to the DD/A and the DD/I, including personnel savings effected.

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Organization & Methods Examiner

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Assistant Management Officer
(DD/I Area)

Annexes

- Tab A - Background
- Tab B - Present Situation
- Tab C - Proposed System
- Tab D - Expenditures
- Tab E - Phasing of Proposed System

Concurrences:

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Assistant Director for Collection & Dissemination

Do not concur

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Chief, Office of General Services

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Acting Comptroller

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Assistant to DD/I (Admin.)

APPROVED:

FOIAb3b

L. K. WHITE

Acting Deputy Director
(Administration)

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